

## MINUTES

Low Rent Housing Agency of Knoxville  
Location: Conference Room of the Housing Agency  
December 16, 2019

Present: Board Chairman Don Croghan, Vice Chairman Jerrold Jordan and Board Member(s) Annie Leonard. Also present was Executive Director Susan Swartzendruber, Secretary for the Board.

Absent: Board Members: Teresa Higginbotham & Brent Hanna.

Motion by Jerrold Jordan with second by Annie Leonard to approve the consent agenda. All voted aye. The consent agenda included the minutes of the regular Housing Board Meeting of November 18, 2019, the Occupancy Report and Stop Loss Monitoring Report.

Motion by Jerrold Jordan with second by Annie Leonard to approve the payment of claims. All voted aye.

Resolution 15-12-16-2019 to adopt the 2020 Five Year Plan, Annual Plan Update and 20120 Capital Funds Budget was moved for adoption by Jerrold Jordan with second by Annie Leonard. There were no major changes from the previous budget. The 2020 Five Year Plan, Annual Plan Update and the 2020 Capital Funds Budget have been posted for a 45-day public comment period and no written comments were received. All voted aye.

Motion by Annie Leonard with second by Jerrold Jordan to accept the Analysis of Fair Housing Impediments. This analysis is required by Housing and Urban Development. All voted aye.


Motion by Jerrold Jordan with second by Annie Leonard to accept the Energy Audit for 2020-2024. The energy audit is required by Housing and Urban Development. All voted aye.

Brief review and discussion to decrease the micro purchase limit in the procurement policy from \$10,000 to \$3500. This was posted for public comment for 45 days. Resolution 13-12-16-2019 to decrease the procurement policy made by Jerrold Jordan with a second by Annie Leonard. All voted aye.

Resolution 14-12-16-2019 to adopt a passbook rate for imputed assets was moved for adoption by Jerrold Jordan and second by Annie Leonard. This rate was set in the past by Housing and Urban Development (HUD). If the regional HUD office does not set a rate, the Housing Agency must set a rate. The Kansas City HUD office no longer sets a passbook rate. This rate is only in a very limited number of cases. The program participant must have a more than \$5000 in assets that have a below market rate. PIH Notice 2016-01 lists the National Savings rate at .06%. All voted aye.

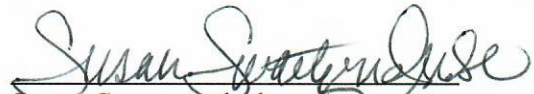
Motion by Jerrold Jordan with second by Annie Leonard to accept the October 2019 financial statements. The Director reviewed that both programs are currently using reserves.

Motion by Jerrold Jordan and second by Annie Leonard to adjourn the meeting. All voted aye.



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Don Croghan, Board Chairman



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Susan Swartzendruber, Secretary